Language Survey

CALIFORNIA STATE
PERSONNEL BOARD

BILINGUAL
SERVICES
PROGRAM

Login.cfm

Current Users... Please Login

User ID:	
Password:	
	Continue

New Users Sign Up Here   ⟵

Instructions and Forms

Exit to the SPB Home Page

This is the Login Screen for the Language survey program. New users will click the "New Users Sign Up Here" button. Approved users will fill in their User ID and Password.

Language Survey

Master Language Survey Coordinator Accounts or
Master Implementation Plan Coordinator Account
Sign-Up

Please Pick Your Department

SAMPLE DEPARTMENT

○ I am the Master Implementation Plan Coordinator.

● I am the Master Department Level Coordinator for the Language Survey. I can enter data for any unit in the department.

○ I am an Assistant Reporting Coordinator for the Language Survey. I can enter data for specific units in the department.

Continue

Exit

Duc has been assigned as the Master Departmental Level Coordinator for the Language Survey.

This means that Duc will be able to approve new assistant coordinators, create reporting groups, and view, enter, and edit for all the reporting groups in the department.

**Master Language Survey Coordinator Accounts or
Master Implementation Plan Coordinator Account
Sign-Up**

Language Survey

First Name:	Duc		Last:	Tran		
Address:	801 Capitol				IMS:	
City:	Sacramento		State: CA	Zip: 95814		
Email:	dtran@spb.ca.gov					
	If you do not have an e-mail address, type *None*					
Phone:	916-651-7841	Extension:				

Sign Me Up ←

Exit

Duc fills out the requested information and clicks the "Sign Me Up" button.

Welcome to the Language Survey Program
and the Implementation Program Questionnaire Process!

Signup Complete
    Please print this out for future reference. If you forget your password,
  Call the State Personnel Board Language Survey Program (916.651-8220).

User ID: DTran
Password: TranXX00

Department: SAMPLE DEPARTMENT
Reporting Group: Master
Email: dtran@spb.ca.gov
First Name: Duc
Last Name: Tran
Phone: 9166517841
Extension:

Thank you for signing up. Someone from the SPB Bilingual Services Unit Staff
will approve your account. You will not be able to access this account until you
have been activated. If you have any questions, or if your account is not active
within 24 hours, please call the Bilingual Services Unit at (916) 651-8417.

Return Login Page

California Home   Wednesday, June 22, 2005

Welcome to *California*

SPB Home Page
- **METR Division**
- **Bilingual Services Home**

Bilingual Site Pages
- **Government Agency**
- **Public Services**

STATE PERSONNEL BOARD
Bilingual Services Program

Language Survey and Implementation Plan Information

IMPLEMENTATION PLANS

Implementation Plan Instructions & Questionnaire

LANGUAGE SURVEYS

Language Survey Forms and Instructions   ←

Language Survey Information Memorandums and Updates

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The Dymally-Alatorre Bilingual Services Act (Act) requires state departments to conduct a biennial survey of their public contacts, by language, and report the results to the State Personnel Board (SPB) by March 31st of every even-numbered year. The language survey collects information relative to the number of bilingual staff employed in public contact positions, the number and percentage of contacts received from non- or limited-English speaking individuals served by state departments and a variety of other relevant information to document their compliance with the Act.

The forms, instructions and other related information provided on this Web site are for use in conducting and reporting the department's language survey data. Each department must designates a Language Survey Coordinator who is responsible for overseeing the administration of its survey and for ensuring that complete and accurate information is reported to the SPB.

Language Survey

FORMS, INSTRUCTIONS, AND INFORMATION

- Form A - Departmental Information
- Form B - Public Contact Tally Sheet (Verbal Contacts)
- Form C - Public Contact Employee Information
- Language Survey Checklist
- Form D - Unit Staff Summary
- Identifying Bilingual Position Needs and Calculating Deficiencies - **WORD** Document
- Form E - Unit Contacts (Verbal) Summary
- Language Identification Guide
- Form F - Internal Populations Counts and Ratios
- Language Survey Training Memorandum - **Adobe Acrobat** Document
- Form G - Request for Exemption
- Form H - Language Code Guide
- Form I - Unit Written Contacts Tally and Summary
- Frequently Asked Questions
- Ethnologue: Languages of the World

New Forms

State Personnel Board Home Page

Language Survey Login

This is the Login Screen for the Language survey program. New users will click the "New Users Sign Up Here" button. Approved users will fill in their User ID and Password.

If user already has signed up and forgot User ID and/or Password, please contact your Bilingual Service Analyst.

Enter Data for current survey : 2005-2006
Edit Data for previous survey : 2003/2004

Coordinators will choose the current survey year to input their survey data.
Coordinators are able to utilize 2003/2004 data for reference.

If necessary, coordinators will click "Change My User Information" to update their new information.

Language Survey

2005/2006 Language Survey

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form D

Enter Unit Contact Tally Summaries- Form E

Calculations/Reports

Log Off

Language Coordinator Information Correction	
First Name: Duc	**Last:** Tran
Address: 801 Capitol	**IMS:** E-9
City: Sacramento **State:** CA **Zip:**	
Email: dtran@spb.ca.gov If you do not have an e-mail address, type *None*	
Phone: 9166517841 **Extension:**	
Change My Data	

Language Survey

2005/2006 Language Survey

Instructions and forms	**Your Information has been changed.**
ADMINISTRATIVE FUNCTIONS:	
View / Define Surveys	User ID: DTran
Select, Add or Edit a Reporting Group	Password: TranXX00
View/Approve Reporting Assistants	Department: SAMPLE DEPARTMENT
SURVEY INFORMATION DATA ENTRY	Reporting Group: Master
Change My User Information	Email: dtran@spb.ca.gov
Add/Edit Units	First Name: Duc
Enter Employee Staff Census- Form_D	Last Name: Tran
Enter Unit Contact Tally Summaries- Form_E	Phone: 9166517841
Calculations/Reports	Extension:
Log Off	Address: 801 Capitol

Sacramento, CA

IMS: E-9
If you have any questions, please call the Bilingual Services Unit at (916) 651-8417.

Print out confirmation page for future reference.

Language Survey

SPB Language Survey Program /2006 Language Survey

EditSurveyResults.cfm

Survey Number	Survey Name	Survey Year	Start	End	Criteria
3	2005/2006 Language Survey	2006	01/09/2006 02/06/2006	01/13/2006 02/10/2006	5 %

The Survey information has been saved.

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form_D

Enter Unit Contact Tally Summaries- Form_E

Calculations/Reports

Log Off

Click "View/Define Surveys" to define survey weeks.

Survey weeks must be non-consecutive. The Criteria refers to the formula the department uses to establish bilingual positions. The Act required departments to staff bilingual positions if any local office receives 5% or more contacts, but some departments choose to use 2.5% as their criteria. The SPB requires that each survey week must have five working days. Click the "Change this record" button to save the data.

Language Survey

SPB Language Survey Program /2006 Language Survey

EditSurveyResults.cfm

Survey Number	Survey Name	Survey Year	Start	End	Criteria
3	2005/2006 Language Survey	2006	01/09/2006	01/13/2006	5 %
			02/06/2006	02/10/2006	

The Survey information has been saved.

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form_D

Enter Unit Contact Tally Summaries- Form_E

Calculations/Reports

Log Off

BILINGUAL
SERVICES
PROGRAM

2003 Language Survey

UnitStaff1.cfm

Form D - Unit Staff Census - Public Contact Staff Totals

| Unit: Accounting | Staff Receiving Bilingual Pay: |
| County: SACRAMENTO   Zip Code: 95814 | 2 |

Total Unit Public Contact Staff: 56.00 (The sum of all public contact staff)

TOTAL UNIT STAFF Counts
Include all English Speaking AND Bilingual public contact employees

Number of Full Time Staff:	Part Time (FT Equiv.) Staff:	Intermittent (FT Equiv.) Staff:	Intermittent Hours:
2.00	4.00	0.00	0.00

Update Unit Staff Totals

All Done - No more Staff to add.

BILINGUAL STAFF Counts on File

LANGUAGE	Certified / Not Certified	FT	PT (FT Equiv.)	Int (FT Equiv.)	IntHrs	Action	Contacts*
English							20
	CERTIFIED (Bilingual Pay)	0.00	0.00	0.00	0.00		0
Delete	CERTIFIED (No Bilingual Pay)	0.00	0.00	0.00	0.00	Change Count	
	NOT CERTIFIED Bilingual Staff	0.00	0.00	0.00	0.00		
	CERTIFIED (Bilingual Pay)	3.00	1.00	0.00	0.00		5
Delete CANTONESE	CERTIFIED (No Bilingual Pay)	65.00	0.00	0.00	0.00	Change Count	
	NOT CERTIFIED Bilingual Staff	65.00	0.00	0.00	0.00		
	CERTIFIED (Bilingual Pay)	0.00	0.00	0.00	0.00		10
Delete FRENCH	CERTIFIED (No Bilingual Pay)	0.00	0.00	0.00	0.00	Change Count	
	NOT CERTIFIED Bilingual Staff	0.00	0.00	0.00	0.00		
	CERTIFIED (Bilingual Pay)	0.00	0.00	0.00	0.00		15
Delete SPANISH	CERTIFIED (No Bilingual Pay)	0.00	0.00	0.00	0.00	Change Count	
	NOT CERTIFIED Bilingual Staff	0.00	0.00	0.00	0.00		

ADD BILINGUAL STAFF Counts (DO NOT ENTER CONTACTS ON THIS PAGE.)

	Language:	[dropdown]
	If the language is not listed, please enter it here:	

	FT	PT (FT Equiv.)	Int (FT Equiv.)	IntHrs
CERTIFIED (Bilingual Pay)	0.00	0.00	0.00	0.00
CERTIFIED (No Bilingual Pay)	0.00	0.00	0.00	0.00
NOT CERTIFIED Bilingual Staff	0.00	0.00	0.00	0.00

Add Bilingual STAFF Counts

All Done - No more Staff to add.

Left navigation panel:

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form D

Enter Unit Contact Tally Summaries- Form E

Calculations/Reports

Log Off

Callout: Slight change to Form D. The bilingual staff are divided into three categories.

Callout: Slight change to Form D. The bilingual staff are divided into three categories.

Language Survey

SPB Language Survey Program /2006 Language Survey

EditSurveyResults.cfm

Survey Number	Survey Name	Survey Year	Start	End	Criteria
3	2005/2006 Language Survey	2006	01/09/2006 02/06/2006	01/13/2006 02/10/2006	5 %

The Survey information has been saved.

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form_D

Enter Unit Contact Tally Summaries- Form_E

Calculations/Reports

Log Off

New reports to assist Coordinators

Coordinators will be able to utilize the new reports (in yellow). Analysis Reports will be gone and it will display "Compliance Report". These are the tables that you will use to drop the survey into the Compliance Report Document.